

# LEGAL ADMINISTRATIVE STUDIES

Want to work in an office? Interested in the law? If so, a career as a Legal Administrative Assistant is for you!

*Did you know that Legal Administrative Assistants are amongst the highest paid office assistants in BC?* This is because Legal Administrative Assistants are professional assistants who have knowledge of various areas of law in addition to their administrative skills.

The program starts in September and is designed for students wanting to develop employment-ready skills. The full-time program can be completed in as little as 8 months and the part time program is designed to enable students to complete the program within 20 months.

*How will this program prepare you to become a Legal Administrative Assistant?* This career focused program will introduce you to a number of different areas of law, such as family law and wills and estates. It will also equip you with the essential skills you will need to be successful in the workplace by using realistic simulation exercises. Most classes are in the computer lab and there is a real hands-on approach to teaching in this program.

Please visit [www.kpu.ca/business/programs](http://www.kpu.ca/business/programs) (<http://www.kpu.ca/business/programs/>) for more information on School of Business programs.

## Who Studies Legal Administrative Studies?

We find that our students are focused and committed to becoming a valuable member of the legal office team. Understanding that Legal Administrative Assistants are professional assistants, you should be prepared to treat the program as a professional program.

We have a variety of students in the program. Some students enter the program with previous post-secondary experience and are seeking to develop the practical skills necessary to enter the workforce and the legal profession. Some students are changing career direction, whilst others are high school students who have identified an interest in the legal field. All are welcome!

Ideally, you should already have good computer and keyboarding/typing skills that can be further developed in the program.

## Career Opportunities

The program achieves good employability rates, with graduates working in a variety of organizations, such as: law firms, notary public offices, government offices, and legal departments of large corporations. Graduates will be eligible to secure entry-level Legal Administrative Assistant positions, but there are many opportunities for career progression in due course, such as becoming a senior Legal Administrative Assistant or becoming a paralegal.

## Programs

- Diploma in Applied Business Technology (<https://calendar.kpu.ca/programs-az/business/legal-administrative-studies/applied-business-technology-diploma/>)

- Certificate in Legal Administrative Studies (<https://calendar.kpu.ca/programs-az/business/legal-administrative-studies/legal-administrative-studies-certificate/>)

## Courses

Registration in some course sections is restricted to students in particular programs. See Timetables - [kpu.ca/registration/timetables](http://www.kpu.ca/registration/timetables/) (<http://www.kpu.ca/registration/timetables/>) - for current section information.

Visit the BC Transfer Guide - [bctransferguide.ca](http://www.bctransferguide.ca) (<https://www.bctransferguide.ca/>) - for information about course transfer in B.C.

### LGLA 1125 3 credits

#### Introduction To Legal Office Procedures

Students will study and apply the procedures and documentation related to a general legal office for success in the workplace.

Level: UG

Attribute: BUSI (<https://calendar.kpu.ca/courses-az/#courseattributetext>)

### LGLA 1145 3 credits

#### Legal Administrative Computer Applications I: Document Preparation/ Production

Legal assistants require proficiency and advanced skills in document production to service all practice areas in a legal firm. Students will learn to create and format complex legal documents and layouts efficiently using the industry current document production program(s).

Level: UG

Attribute: BUSI (<https://calendar.kpu.ca/courses-az/#courseattributetext>)

### LGLA 1160 3 credits

#### Contemporary Issues in the Law Office

Students will learn how to navigate through a complex law office environment by applying advanced principles in leadership and organizational change theories, trust accounting/anti-money laundering, and conflict resolution strategies. Topics explored include access to justice, diversity and inclusion, reconciliation, and mental health and wellness, allowing students to be successful at reaching their personal goals in a high paced, legal setting.

Level: UG

Attribute: BUSI (<https://calendar.kpu.ca/courses-az/#courseattributetext>)

### LGLA 1185 3 credits

#### Legal Administrative Computer Applications II

Students will be instructed in the detailed use of file management, PDF, presentation, electronic communications and spreadsheet software useful in a legal administrative environment. Using legal administrative-oriented examples taught in a hands-on environment (i.e. a computer lab) students will develop and apply skills and concepts that are critical for success in their academic studies and career. Note: This course is equivalent with LGLA 1135. Students may earn credit for only one of these courses.

Level: UG

Prerequisite(s): LGLA 1145

Attribute: BUSI (<https://calendar.kpu.ca/courses-az/#courseattributetext>)

**LGLA 1202 3 credits**

**Corporate Law and Procedures**

Students will develop an understanding of the procedures and terminology relating to corporate law, and will become familiar with the requirements of the BC Business Corporations Act. Students will prepare the documentation required for: incorporation of a company; post-incorporation matters; annual requirements; and changes during a company's life cycle. Students will also learn how to maintain and file the appropriate documents in a Corporate Records Book.

Level: UG

Attribute: BUSI (<https://calendar.kpu.ca/courses-az/#courseattributetext>)

**LGLA 1204 3 credits**

**Wills and Estates**

Students will prepare and process wills, codicils, applications for Letters Probate and Letters of Administration, correspondence regarding estates, distribution and passing of accounts

Level: UG

Prerequisite(s): LGLA 1145 and 1205

Attribute: BUSI (<https://calendar.kpu.ca/courses-az/#courseattributetext>)

**LGLA 1205 3 credits**

**Litigation and Civil Procedure**

Students will study the process of civil litigation in BC. They will learn the preparation and processing of civil litigation documents, including application and trial procedures.

Level: UG

Attribute: BUSI (<https://calendar.kpu.ca/courses-az/#courseattributetext>)

**LGLA 1206 3 credits**

**Family Law and Procedures**

Students will be introduced to family law in BC. They will learn the preparation and processing of family law documents, including trial procedures and collections procedures resulting from court judgments. Student centered instruction will focus on the legal procedures and documentation related to marriage agreements, separation agreements, division of family assets and defended and undefended divorces. Students will become familiar with the requirements of the Divorce Act and the Family Law Act.

Level: UG

Prerequisite(s): LGLA 1145 and LGLA 1205

Attribute: BUSI (<https://calendar.kpu.ca/courses-az/#courseattributetext>)

**LGLA 1399 3 credits**

**Legal Assistant Work Experience/Project**

Students will apply academic and practical knowledge and skills through relevant experience in the workplace or through the completion of a comprehensive project.

Level: UG

Prerequisite(s): All of (a) LGLA 1125, 1145, 1202, 1205 and (b) CMNS 1140

Co-requisite(s): LGLA 1160, 1185, 1204 and 1206

Attribute: BUSI (<https://calendar.kpu.ca/courses-az/#courseattributetext>)